fdms.gov

Your Agency's Docket Management System

FDMS Version 4.1 Functionality Release Notes

Release Date: November 3, 2012

Booz | Allen | Hamilton

E·GOV

Contents

Release Summary

This FDMS.gov Beta release is being implemented to provide users with additional functionality in the Beta environment including the introduction of a Comment Deduplication Engine. The primary changes to FDMS.gov Beta for this release include the following:

- Home Screen
- Global Change
- Docket Details
- Document Details
- Submitter Info
- Attachments
- Searching
- Comment Deduplication Engine

Home Screen

- A dash will appear in the place of any number until it is finished loading
- A message will be presented to the user stating that the system is *Retrieving Menu Counts*
- Docket/Document labels appear below the right side of the panel
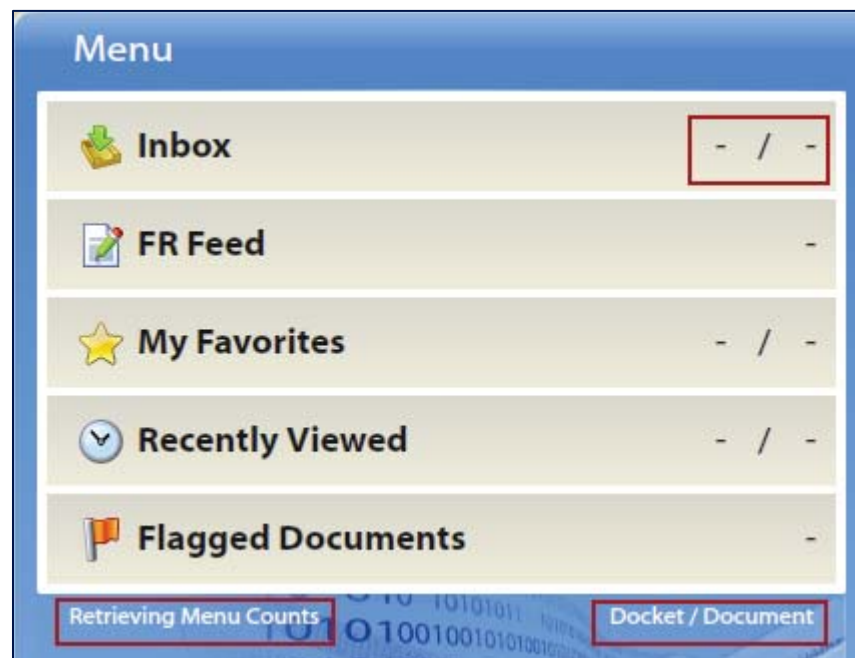
Global Change

- A currency check was added to address a situation where two users are working on the same Docket/Document and one user saves changes while the other is still working.
- Users will receive a notification if this occurs on the following screens:
  - Attachments
  - Docket Details
  - Document Details
  - Submitter Info

Docket Details

- Docket Details will be Read Only or Write based on User Permissions

Document Details

- Actions Dropdown
    - Change Document Type
        - The Document Type field will now be read only in the Metadata; users must now change the Document Type through the Actions dropdown
    - Enable/Disable Submitter Info (if applicable)
    - Withdraw and Re-Post Documents
        - Records will be Re-Declared upon Re-Posting
    - Run/Re-Run Deduplication
    - View Deduplication Results
- After changing metadata, users must click Save prior to selecting an action from the dropdown
    - Posting a Document will not save the changes automatically

Submitter Info

- Actions Dropdown
  - Copy
  - Move
  - Change Document Type (except for FR Documents received via the FR Feed)
  - Redact Comment
  - Show/Hide Original Comment (where applicable)

Attachments

- By double clicking on the number of the Attachment, users can manually reorder Attachments
  - Logic to prevent users from entering a nonsensical value. If a value that will not work is entered, the system will automatically revert to the last number

- Actions Dropdown
  - Copy
    - Users can copy as an attachment to another Document or as a standalone Document
      - When copying as an attachment, users must pick the Document to associate with it after searching for the Docket ID
  - Move
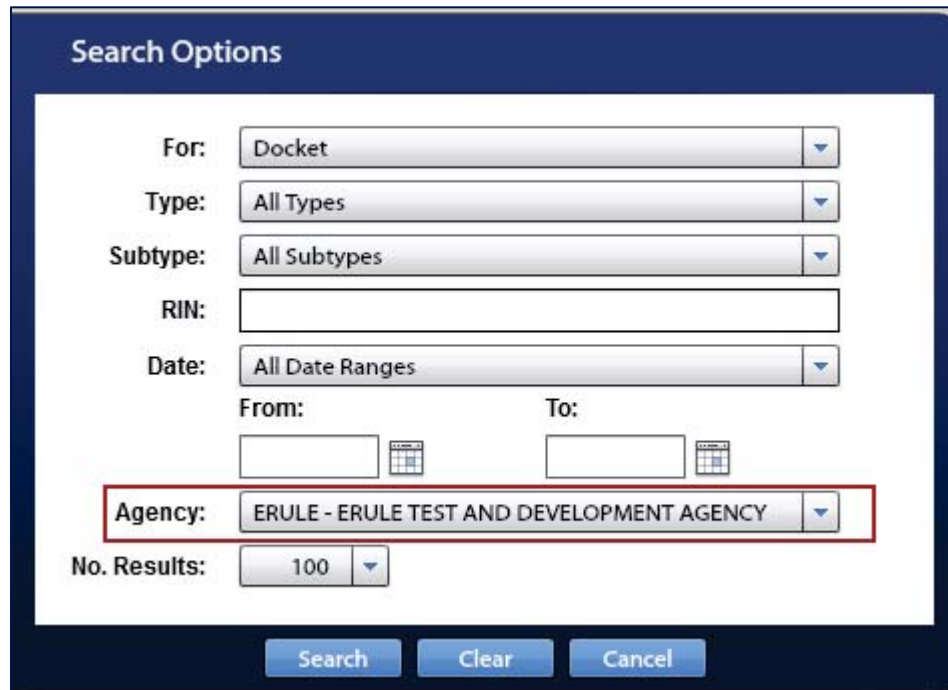
Searching

- Users can select an agency to search on through the Docket and Document Search
  - A user can only search on one agency at a time

Comment Deduplication Engine

FDMS Beta features a new Comment Deduplication engine to assist in the agency comment management and review processes in FDMS.gov.

Benefits

- The Comment Deduplication engine allows Federal agency users to review comments faster and easier by:
    - Quickly identify mass mail campaigns and duplicate comments from individuals
    - Detect the similarities and differences among comments within each campaign
    - Create a report of deduplication results

Deduplication Workflow
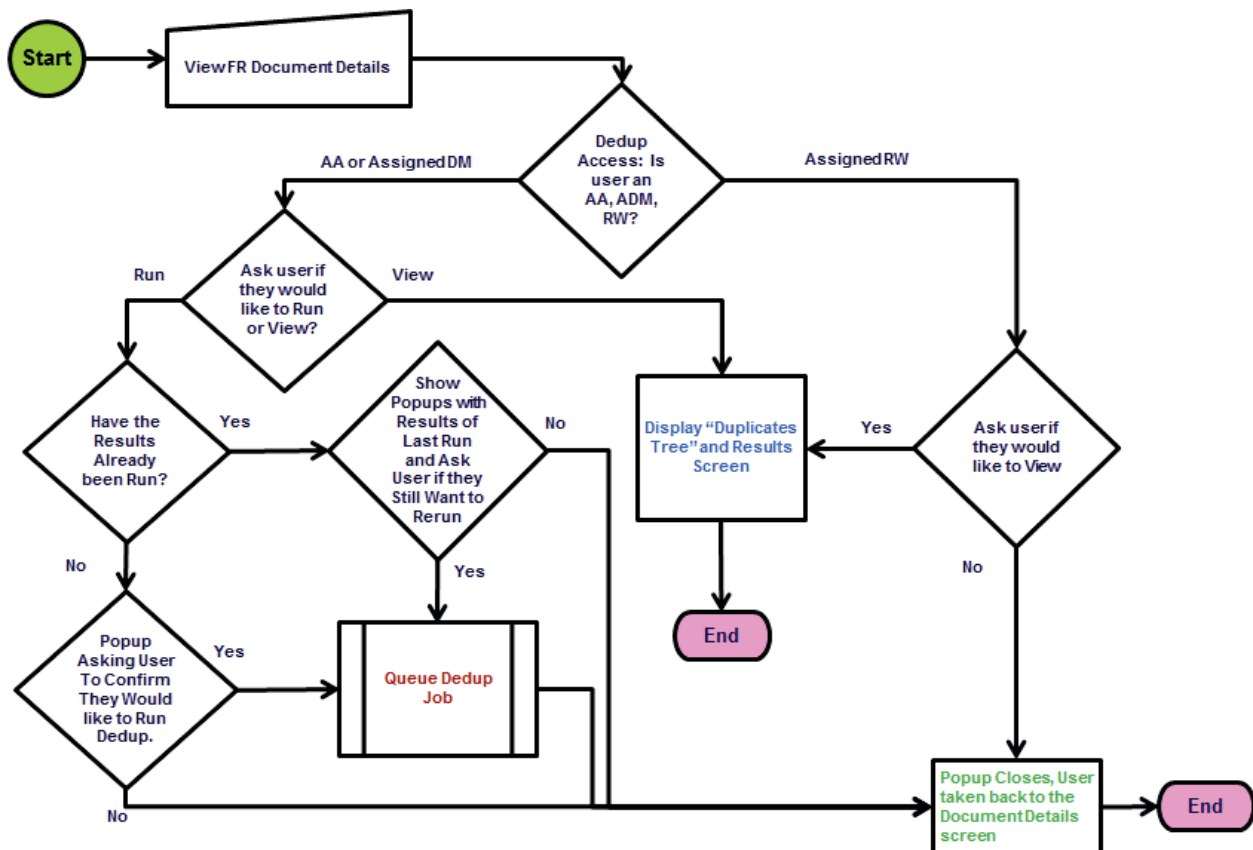
How the Comment Deduplication Engine Works

FDMS Beta uses a leading text analytics software technology that applies statistical capabilities to detect duplicate and near duplicate documents and text

- The deduplication engine can run on comments received via Regulations.gov on any Federal Register document (Rules, Proposed Rules, Notices) and comments manually uploaded to FDMS
    - The deduplication engine evaluates web form comment text and the text contained in the first attachments PDF of the comment (if available)
- Users can select the option to *Run Deduplication* or *View Deduplication* (if applicable) from the Actions dropdown on the Document Details Screen for FR Documents

- Users must confirm the requested Deduplication by clicking 'Ok' on a confirmation popup
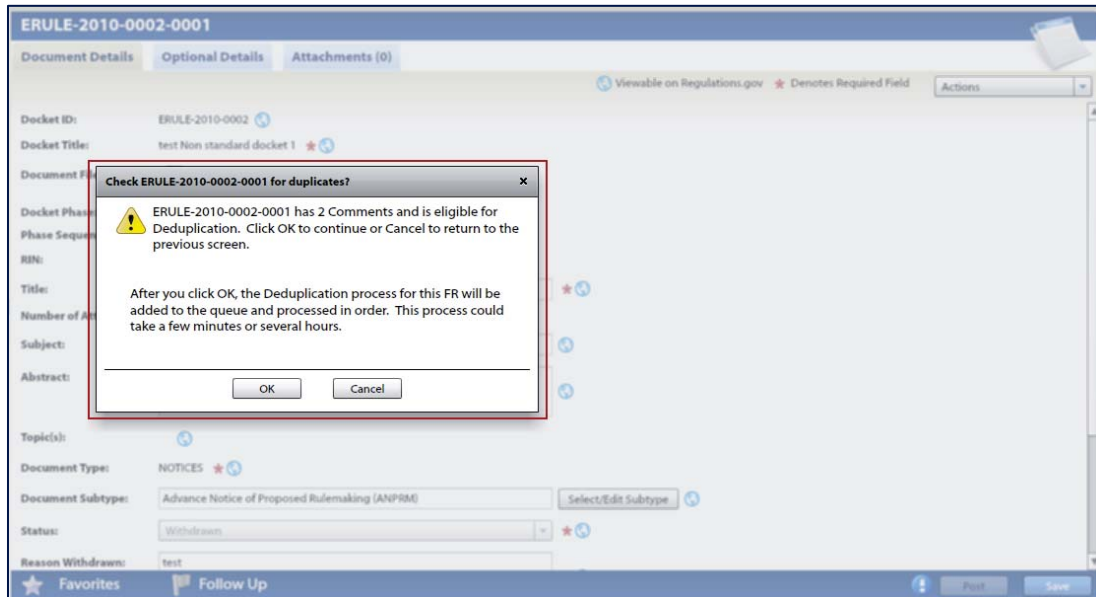
- The engine selects a baseline document (identified as the pivot document) and matches comments that are at least 70% similar to the base comment (the matches are identified as 'near duplicate' documents)
  - The deduplication results are available to view within 24 hours
  - The pivot document and associated near duplicates form a set of comments commonly referred to as a "mass-mail campaign"
  - User can view the Deduplication Details in a bar chart, and can click on each bar to view a list of the items associated with that grouping
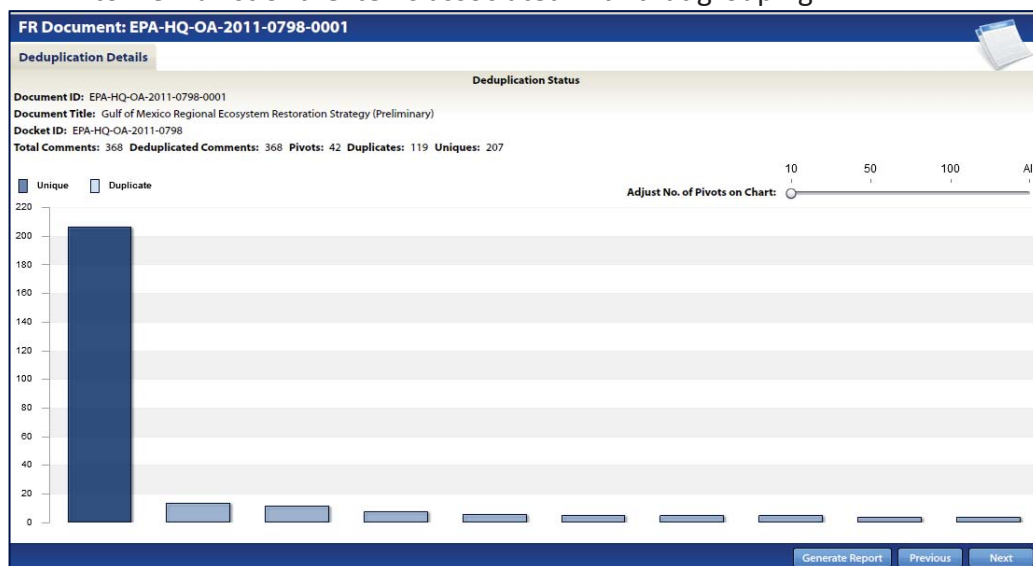
- Each set of comments is organized in a "Duplicates Tree" view with folders containing each set of comments. Each folder can be opened and navigated to view the text of each near duplicate comment
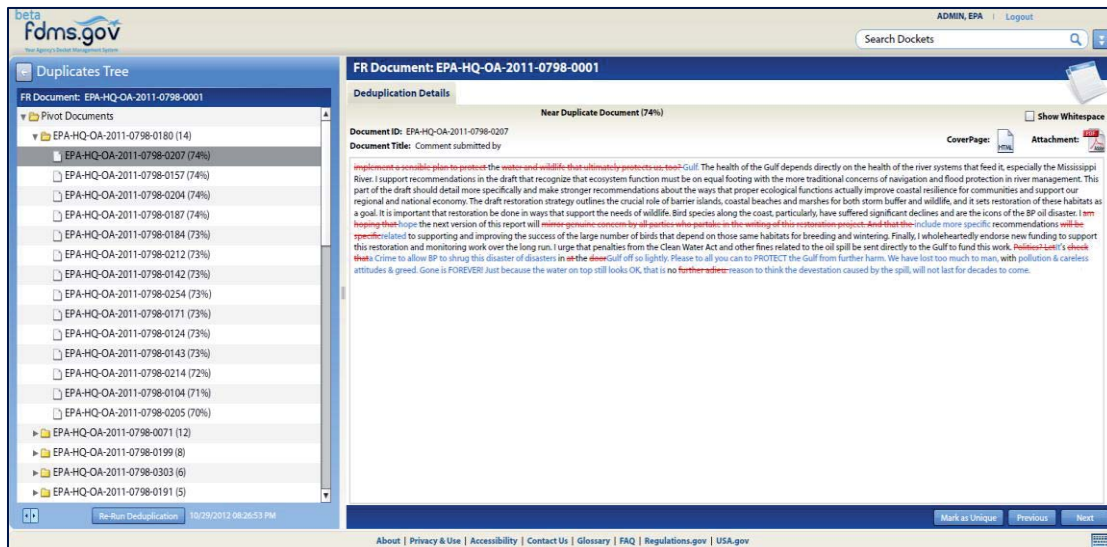
   o All comments that are not at least 70% similar to any other comments are individually listed in the Document tree in the "Unique Documents" folder
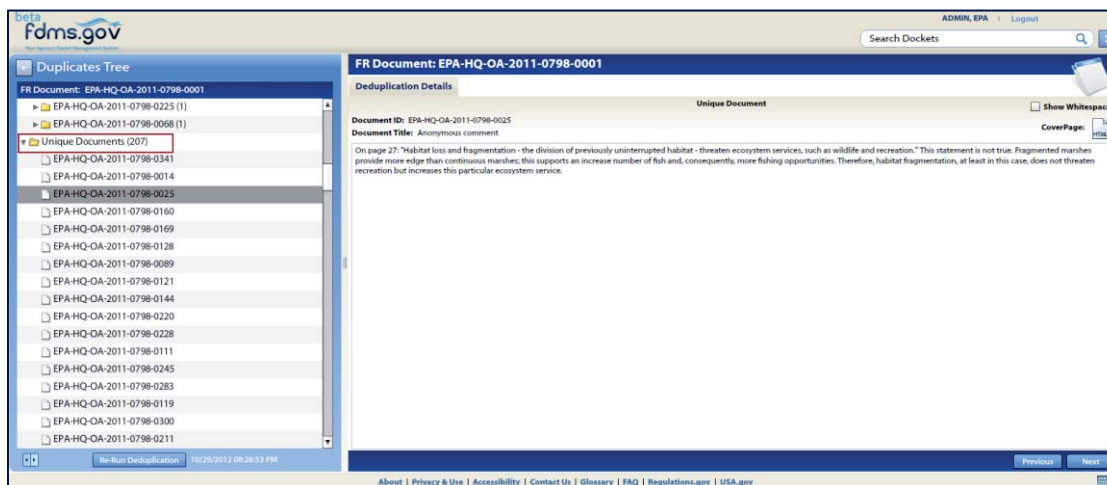
- o The deduplication results are stored separately from the original docket folder materials
- A report with the deduplication results can be downloaded from FDMS

Document ID	Similarity	Pivot Document ID
EPA-HQ-OA-2011-0798-0180		
EPA-HQ-OA-2011-0798-0207	74	EPA-HQ-OA-2011-0798-0180
EPA-HQ-OA-2011-0798-0157	74	EPA-HQ-OA-2011-0798-0180
EPA-HQ-OA-2011-0798-0204	74	EPA-HQ-OA-2011-0798-0180
EPA-HQ-OA-2011-0798-0187	74	EPA-HQ-OA-2011-0798-0180
EPA-HQ-OA-2011-0798-0184	73	EPA-HQ-OA-2011-0798-0180
EPA-HQ-OA-2011-0798-0212	73	EPA-HQ-OA-2011-0798-0180
EPA-HQ-OA-2011-0798-0142	73	EPA-HQ-OA-2011-0798-0180
EPA-HQ-OA-2011-0798-0254	73	EPA-HQ-OA-2011-0798-0180
EPA-HQ-OA-2011-0798-0171	73	EPA-HQ-OA-2011-0798-0180
EPA-HQ-OA-2011-0798-0124	73	EPA-HQ-OA-2011-0798-0180

Defects from 4.0 Addressed In This Release

- Docket/Document Details
  - Added ability to update posted documents
  - Correction to Notification Text for Missing Required Fields
  - Docket Details were displayed when Document Tab was selected
  - Government Agency was not displaying the full name
  - Posted Date was grayed out for a non-posted Document
  - Not scrolled up to the top in the Docket Tree
  - Topics field was not populating in 4.0
- Docket Tree
  - Empty Phase sequence was not showing
  - Folders were not displayed alphabetically
- Field Size
  - Document Preview box was cutting off for long titles
  - Field sizes were not displayed consistently
  - Keyword field was cut off
- Filter
  - Processing did not show proper results when the criteria was expanded
  - Term was retained in the filter box showing incorrect results
  - Validation added for Invalid dates for Docket/Document filters
- Menu Items
  - Most recently viewed Docket/Document was not displaying at the top of the Docket/Document Recently Viewed list
  - Type Column was not able to be expanded
- Search
  - Date Range included an extra day at the end
  - Retained the previous search
- Submitter Info
  - State and Government Agency fields were not showing up on Submitter Info tab
- User Access
  - Frequent logouts with different usernames
  - Service Errors
  - Session Timeouts